

Job Description

Job Title:	Chief Financial Officer	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	2
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 7	Position Type:	Full-Time
Job Holder:			

Job Purpose

Reporting to and partnering with the Chief Executive Officer (“CEO”), the Chief Financial Officer (“CFO”) will play a critical role in developing and implementing the business strategy for the Cayman Islands Airport Authority (“CIAA”). As a member of the Executive Management team, the CFO will be an advisor to the Management team, evaluating and assisting them with their financial and business plans.

Dimensions

Leading the Finance Team, the incumbent will be responsible for overseeing fiscal and fiduciary responsibilities for the organisation, in conjunction with the CEO, and under the direction of the Board of Directors. The CFO will direct the planning and management of:

- Accounts Payable;
- Accounts Receivable;
- Fixed Assets;
- Financial Reporting; and
- Purchase/Leasing Contract Services Airport Safety

Role And Responsibilities

Strategic Management

- Implements programmes and assists the CEO with developing strategic initiatives to accomplish the mission, values, and strategic goals of the CIAA.
- Collaborates with the Executive Management to create a strategic plan for performance improvement measures to maximise the generation and collection of revenue.
- Assesses organisational performance against both the annual budget and the CIAA's long-term strategy.

Financial and Operational

- Provides useful financial insights to help make sound decisions on formulating and executing business strategy.
- Participates in developing new business, specifically: assisting the CEO and Senior Management in identifying new opportunities; the drafting of prospective business cases and budgets; and determining cost effectiveness of prospective service offerings.
- Assists in the preparation and presentation of business plans and management reporting.
- Assesses the benefits of all prospective contracts and advises the Executive Management team on design and implementation matters.
- Oversees all purchasing and leasing contract activity for the operations of the airport.
- Ensures the timely provision of accounting and financial management reports to the CEO and the Board of Directors, as requested.
- Manages the finances of the CIAA, including income and expenditures, in accordance with the policies established by the Board of Directors.
- Develops tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Engages the Board around issues, trends, and changes in the operating model(s) and operational delivery.
- Develops and implements a budgetary control system, as well as restructures as necessary, the functions of the Finance Department to reflect the objectives of the CIAA.
- Ensures the preparation of monthly accounting reports, including balance sheets, income and expenditure statements.
- Identifies and reports on the areas of the CIAA that are most efficient and how the CIAA can capitalise on this information.
- Reviews all posting of adjusting entries through general journals for items such as depreciation, accruals, prepaid expenses and other adjustments.
- Performs financial management functions for the CIAA including providing Management with budget to actual analyses.
- Maintains the fixed asset register and runs periodic depreciation schedules.
- Devises and implements appropriate systems and controls for general accounting.
- Responsible for developing and maintaining systems of internal controls over financial reporting and safeguarding of assets.

Safety and Security

- Ensures continuous and timely communication of safety and security matters to the CEO and Executive Management, as required.

Quality Control and Regulatory Compliance

- Develops and oversees short and long term procedures to ensure the continued efficient provision of all airport financials.
- Understands and mitigates key elements of the CIAA's risk profile.
- Report risk issues to the audit committee of the board of directors.
- Ensures that the CIAA complies with financial reporting requirements set by the Board of Directors.

Human Resources

- Manages the Finance Department's organisational structure required to accomplish the CIAA's mission and objectives in an effective and efficient manner.
- Conducts performance appraisals and organises necessary training and orientation for Finance staff under the job holder's responsibility.
- Maintains and enhances a positive culture for all Finance staff.
- Facilitates the effective recruitment, selection and orientation of Finance staff.
- Ensures that Finance staff are achieving their specific objectives through the use of an integrated performance management system, and are part of a collegial, cohesive team.
- Ensures appropriate management development programmes are in place to identify training needs and develop staff to their fullest potential.
- Ensures existing and future human resource needs are recognised, planned for and put in place to meet business objectives.
- Ensures appropriate mechanisms are in place to meet prudent succession planning requirements.

Communication

- Collects and disseminates information appropriate to the furtherance of the CIAA's goals and objectives.
- Provides leadership, and open and clear communications to management, employees, and other stakeholders.

Qualifications and Education Requirements

- Educated to at least a Bachelor's degree in accounting, business or financial management.
- Must have a professional accounting qualification such as a CPA, ACCA (or equivalent).
- A minimum of seven years' post-qualification experience including three years in a senior management position.
- Proven strong commercial and strategic leadership skills including excellent strategic thinking, with conceptual skills and commercial judgement.

Preferred Skills

- Proven leadership ability in promoting and fostering a team culture consistent with the CIAA's core values.
- Advanced analytical capability, problem solving, listening and interpersonal skills and an awareness of the effects of external conditions on the fiscal performance of the airports.
- Requires a high level of maturity, professionalism, initiative, integrity and confidentiality.
- An advanced understanding of financial reporting, accounting standards and budgeting.
- Excellent negotiation skills and ability to influence.
- Excellent written and verbal communication skills including business writing, report preparation, documentation and public speaking skills.
- Ability to thrive in an environment of pressing deadlines and constantly changing conditions.
- Expertise in finance specific concepts, supervisory and managerial skills.
- Proficiency in MS Office suite (Word, Excel, PowerPoint and Outlook), with particularly high proficiency in Excel.
- Strong working knowledge of GP Dynamics accounting software.

Assignment & Planning Of Work

Post holder must have the initiative and drive to identify areas that need attention and to be able to work independently with minimal input by the Chief Executive Officer, and must plan his/her own work and that of the Finance staff to meet targets and deadlines.

Supervision Of Others

- Direct supervisory responsibility includes the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate Finance employees or effectively recommend such actions, as outlined in the Cayman Islands Labour Law and CIAA policies and procedures.
- The incumbent is directly responsible for the supervision of the Finance department.

Other Working Relationships

- Senior Management Team (C-Suite)
- CIAA Board (through the CEO)
- Airlines, Airport partners, tenants & service providers

Safety Responsibilities

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

Working Conditions

- The incumbent will be expected to perform the essential functions and duties of the job under normal working conditions with occasional exposure to airport operations outdoors during standard business working hours.
- Flexibility to work overtime beyond the normal work hours such as on evenings and/or weekends as necessary may be required to complete required duties and functions.



298 Owen Roberts Drive, PO Box 10098
Grand Cayman KY1-1001, CAYMAN ISLANDS

+1 345 943 7070
ciaa@caymanairports.com
caymanairports.com

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